

**GAIL H. BARB, CLERK**  
**Circuit Court of Fauquier County**  
**29 Ashby Street**  
**Warrenton, VA 20186**  
**540-422-8100**  
[probate@fauquiercounty.gov](mailto:probate@fauquiercounty.gov)

**Please provide the information requested on the attached form.** *This information is required to determine the proper forms and course of action for the estate.*

**Estimating the value of the estate.** Because it may be difficult to determine the exact values of the estate prior to probate or qualification, the Clerk will accept a reasonable estimate of the value of the decedent's personal property. If you do not know the actual value of the decedent's real property, you may use its assessed value for local real estate tax purposes.

You should try to be as accurate as possible when making your estimate in order to eliminate the need to return to the Clerk's Office and pay additional tax and/or increase your bond at a later time.

After the Clerk has reviewed the will, the attached form, and the death certificate, the Clerk will advise you:

- 1) If the will is properly executed for probate and
- 2) If a secured bond is required for qualification as a personal representative

**The probate clerk will contact you to schedule an appointment for the personal representative to appear and sign the necessary forms.** At the time of the appointment, the Clerk will collect the statutory probate taxes (which are not the same as inheritance taxes) and fees based on the value of the estate.

The probate clerk will assist you with the probate procedures but cannot provide you legal or accounting advice that you may need to settle an individual estate. You may wish to contact an attorney, financial advisor, or accountant to assist you in the distribution of the estate.

If you are appointed and qualify as personal representative of the estate, the Clerk will provide you with:

- 1) certificates of qualification to transfer the assets in the estate
- 2) instructions on filing your inventory and accounting with the Commissioner of Accounts
- 3) the inventory and accounting forms

**NOTICE FROM VIRGINIA DEPARTMENT OF THE TREASURY**

You are advised to check with the Virginia Department of the Treasury's Division of Unclaimed Property to see if the decedent has a claim to property being held there.

They may be reached by calling toll free 1-800-468-1088

Web site: [www.trs.virginia.gov](http://www.trs.virginia.gov)

**Clerk:**

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Fauquier County Circuit Court  
540 422-8100  
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**Web sites:**

[www.vba.gov](http://www.vba.gov) for Guide to Estates  
[www.courts.state.va.us](http://www.courts.state.va.us) for forms

**FAUQUIER COUNTY CIRCUIT COURT**  
29 Ashby Street, Warrenton, VA 20186  
[probate@fauquiercounty.gov](mailto:probate@fauquiercounty.gov)

**REQUEST FOR PROBATE**

**Attach:** 1. the original will, if any  
2. a certified copy of the death certificate

**1. Decedent Information:**

Name of Decedent (as shown on will, if any):  
[Click here to enter text.](#)

*Complete next three lines if death certificate is unavailable or incorrect:*

Decedent's Residence at time of death:  
[Click here to enter text.](#)

Date of Birth: [Click here to enter a date.](#)

Marital Status: [Click here to enter text.](#)

Date of Death: [Click here to enter a date.](#)

Place of Death: [Click here to enter text.](#)

Social Security Number: [Click here to enter text.](#)

**2. Applicant Information:**

Personal Representative #1

Personal Representative #2

Name of Person(s) requesting probate	1) <a href="#">Click here to enter text.</a>	2) <a href="#">Click here to enter text.</a>
Relationship to Decedent	1a) <a href="#">Click here to enter text.</a>	2a) <a href="#">Click here to enter text.</a>
Physical/911 Address	1b) <a href="#">Click here to enter text.</a>	2b) <a href="#">Click here to enter text.</a>
Mailing Address, if different from Physical Address	1c) <a href="#">Click here to enter text.</a>	2c) <a href="#">Click here to enter text.</a>
Contact Information (phone numbers, e-mail, etc.)	1d) <a href="#">Click here to enter text.</a>	2d) <a href="#">Click here to enter text.</a>

List any additional applicants, addresses and contact information on a separate page

### 3. Attorney Information:

Name, Address, and Phone Number of Assisting Attorney, if any: [Click here to enter text.](#)

### 4. Value of Estate: **Please show the estimated value of any property the decedent held solely in his/her name or the value of any interest in property.**

Real Estate located in Virginia: (you may use the assessed value assigned for real estate tax purposes)	A. \$ <a href="#">Click here to enter text.</a>
Personal Property Value: (Do include the value of items listed below)	B. \$ <a href="#">Click here to enter text.</a>
<ul style="list-style-type: none"><li>◇ Stocks, bonds, currency, coins</li><li>◇ Bank accounts (checking, savings, etc.)</li><li>◇ Brokerage firm accounts</li><li>◇ Furniture, silver, crystal</li><li>◇ Automobiles, boats</li><li>◇ firearms</li></ul>	<ul style="list-style-type: none"><li>◇ notes of debts owed to deceased person</li><li>◇ interest in any businesses</li><li>◇ money or assets due the deceased person from another estate</li><li>◇ life insurance, annuity contracts or retirement plans <u>payable to the estate</u></li></ul>

Note: Do **NOT** include:

- (i) any property that the decedent owned with another with the right of survivorship
- (ii) life insurance unless it is payable to the decedent's estate
- (iii) any other property passing by beneficiary designation from the decedent to another person
- (iv) real estate located in another state

5. **List of Heirs:** *Please provide a list of the names, ages, and addresses of the heirs (next of kin).*  
(The heirs may be different from the beneficiaries named in the will).

Order of inheritance:

- a) the surviving spouse, if any, should be listed first
- b) all children should be listed if the decedent had children by anyone other than the surviving spouse
- c) (Refer to Section 64.1-1 of the Code of Virginia for additional information)

NAMES OF HEIRS

<u>Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Age</u>
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